Approved For Release 2001/07/12 : C/A/RDF80F01826R001100090058-2

*SECRET

7 APR 1954

SHEVELLE TEL Executive Minclor-Continuiter

MARKET : Deputy Mountain for Capenant

BREET : Seinele et Clerical Bedie

1. This measurable contains a recommendation for your express). The successibility is under in purposed 5.

2. Author Hors A-JA, Cated 17 January 1904, authorized the entrance on their of 50 cherical endances for the menths January to June 1904 and succepted our entirete of the sex cherical employees for FI 65 and provided for turborization of such 500's on a quarterly basis.

On the Charactery a newscommiss from the Chief, Personnel Operations Division for the Manyewer Control Officer provided the quarterly estimates required by 1-334. That James & mess

At the end of Peinvery, charles strength in the Agency uses

46 lens than it was a year carties, silvered the potal
strength of the Agency had increased

Cherical separathets Howesber through Pehronry have averaged in per month during this fiscal year while the same months last year entranged 55. This is contrary to our expectation that the processor process alght result in a reduction in the activities.

The everage monthly clarical loss for 53 (July through June) use 62. The July through Polymery average so for in 1964 is 53. If the comparative rate for the last four months holds as it did last year, we can expect about the same masher to be lost easi month from may until June.

establishes a most for about the charteals for 65, mine such further deficit as may be suffered between new and description of least equal to what it is now. A year ago, chericals represented the personal description of the work force in CIA; today it is now.

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MINNEY: Estimate of Clerical Reeds

Since Dromber we have run a monthly average deficit (attrition over accessions) of \$7. We are now reopening the cases we suspended at the time criting controls were imposed but can expect to cut the deficit by no more than half, or, for the balance of this fiscal year, generate a need for about 90 more.

The net of these reculoulations is a forecast of a need to enter on duty about missilericals in FY 65.

To accomplish this MiD the monthly figures by quarter reported above from the 34 January memorandum must be raised to and 75, respectively.

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- The unexpected less of the belp provided through the summer-only program has been a severe blow to two components in particular, RID/MN and CCS/REL. We have considered, and propose, exceeding the monthly figures for the first quarter of '65 by a sufficient number to permit some temperary relief to KID and CCS by interim assignment of regular elevions for 90 to 130 days. (ROL and NEF have asked for 36 each.) This additional help probably would be in excess of ceiling—as would have been the summer-only's. It would be understood, of course, that the respective components would bear the salary costs but that this temperary help would not be permanently sletted and that at the end of the 90 to 120 days, regular assignments would be made for those extra hands.
- in the first quarter of Fiscal Year 65--in fact, in July if pecalide-with an offeething reduction in the subsequent second and third quarter EMP's. The totals of course would have to be held to the actual made as determined by subsequent quarterly analyses. In other words, we would be borrowing from second and third quarter BMP's in order to help offeet the program disruptions caused by the loss of summer-only help.

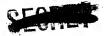
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- 5. It is recommended that the Office of Personnel be authorized to enter on duty, without regard to then current ceiling considerations, up to electionly in the first quarter of FI 55.

/8/ Emmett D. Behols

Property D. Schols

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MILLIPET: Estimate of Clerical Resi	MILDICT:	Estimate	of	Clerical	Heeds
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CONCURRENCES

L. E. White Deputy Director for Support Dite

The reasonablism in paragraph 5 is approved.

Lymon B. Kirkpetrick Executive Director-Comptroller

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mais (6 April 1964)